

# AGENDA

## QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST COMMITTEE MEETING



Date: Monday 29 June 2009  
Time: 10.15 a.m. or at the conclusion  
of the meeting of the Cobtree  
Manor Estate Charity Committee,  
whichever is the later  
Venue: Town Hall, High Street,  
Maidstone

Membership:

Councillors Ash, Garland, Greer and Mrs Ring

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Page No.

1. Apologies for Absence
2. Notification of Visiting Members
3. Election of Chairman
4. Election of Vice-Chairman

**Continued Over/:**

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**Issued on 17 June 2009**

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEBBIE SNOOK on 01622 602030**. To find out more about the work of the Committee, please visit [www.digitalmaidstone.co.uk](http://www.digitalmaidstone.co.uk)

**David Petford, Chief Executive, Maidstone Borough Council,  
London House, 5-11 London Road, Maidstone, Kent ME16 8HR**

5. Disclosures by Members and Officers
6. Disclosures of Lobbying
7. To consider whether any items should be taken in private because of the possible disclosure of exempt information
8. Minutes of the meeting held on 10 September 2008 1 - 6
9. Report of the Museums and Heritage Manager - Queen's Own Royal West Kent Regiment Museum Trust - Annual Report 2008/09 7 - 12
10. Report of the Head of Finance - Accounts 2008/09 13 - 16

## **MAIDSTONE BOROUGH COUNCIL**

### **THE QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST COMMITTEE**

#### **MINUTES OF THE MEETING HELD ON 10 SEPTEMBER 2008**

**PRESENT:** Councillors Ash, Garland, Greer and Mrs Ring

**Also Present:** Councillor Warner (observing)

1. **NOTIFICATION OF VISITING MEMBERS**

Councillor Warner indicated that he was attending the meeting as an observer.

2. **ELECTION OF CHAIRMAN**

**RESOLVED:** That Councillor Garland be elected as Chairman of the Committee for the remainder of the Municipal Year 2008/09.

3. **ELECTION OF VICE-CHAIRMAN**

**RESOLVED:** That Councillor Ash be elected as Vice-Chairman of the Committee for the remainder of the Municipal Year 2008/09.

4. **DISCLOSURES BY MEMBERS AND OFFICERS**

There were no disclosures.

5. **EXEMPT ITEMS**

**RESOLVED:** That the items on the agenda be taken in public as proposed.

6. **MINUTES**

**RESOLVED:** That the Minutes of the meeting held on 10 October 2007 be approved as a correct record and signed.

7. **QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST ANNUAL REPORT**

See Record of Decision of the Committee (copy attached as Appendix A).

8. ACCOUNTS 2007/08

See Record of Decision of the Committee (copy attached as Appendix B).

9. DURATION OF MEETING

5.30 p.m. to 5.50 p.m.

**MAIDSTONE BOROUGH COUNCIL**

**RECORD OF DECISION OF THE QUEEN'S OWN ROYAL WEST KENT  
REGIMENT**

**MUSEUM TRUST COMMITTEE**

Decision Made: 10 September 2008

**QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST ANNUAL  
REPORT**

**Issue for Decision**

To approve the 2007/08 annual report for the Queen's Own Royal West Kent Regiment Museum Trust for submission to the Charity Commission.

**Decision Made**

That the 2007/08 annual report for the Queen's Own Royal West Kent Regiment Museum Trust, attached as Appendix A to the report of the Museums and Heritage Manager, be approved for submission to the Charity Commission.

**Reasons for Decision**

On 12 March 2007 the Charity Commission, in consultation with Maidstone Borough Council, created a new Scheme which appointed the Council as sole Trustee of the Regimental Museum Charity. Ownership of the Trust's assets passed to the Council which now has responsibility for managing, curating and insuring the Collection.

The old Regimental Trust has become an un-registered charity known as a Combined Fund. The Council has a Duty of Consultation to report once a year on matters relating to the management of the Collection to a nominated representative of the Combined Fund (the Secretary of the Queen's Own Buffs Association, based at the PWRR Barracks in Canterbury). The Council must produce an annual report and accounts for the Charity Commission.

**Alternatives Considered and Why Rejected**

Any alternative course of action would not meet the requirements of the Charity Commission. This could undermine public confidence in the ability of the Council to manage the Queen's Own Royal West Kent Regiment Museum Trust.

Failure to provide an annual report to the Charity Commission could have legal ramifications.

**Background Papers**

None.

Should you be concerned about this decision and wish to call it in, please submit a call in form signed by any two Non-Executive Members to the Overview and Scrutiny Partnership Manager by:  
**19 September 2008**

**MAIDSTONE BOROUGH COUNCIL**

**RECORD OF DECISION OF THE QUEEN'S OWN ROYAL WEST KENT  
REGIMENT**

**MUSEUM TRUST COMMITTEE**

Decision Made: 10 September 2008

**ACCOUNTS 2007/08**

**Issue for Decision**

To approve the Trust's Accounts for the year ending 31 March 2008.

**Decision Made**

That the Trust's Accounts for the year ending 31 March 2008, attached as Appendix A to the report of the Chief Finance Officer, be approved.

**Reasons for Decision**

The Council became Corporate Trustee of the Regimental Museum Trust on 12 March 2007. The previous Trustees made up the last set of Accounts to 31 March 2007. These covered a period of 15 months from 1 January 2006 in order to avoid having a set of Accounts that covered only 3 months.

There was a net deficit on the Accounts of £11,183 during the year, which is mainly attributable to the costs of cataloguing and photographing the Collection. Year end assets totalled £23,771.

The Committee is required to formally approve the Accounts before they are submitted to the Charity Commission.

**Alternatives Considered and Why Rejected**

There is no alternative action as the Trust is required to submit its Accounts to the Charity Commission.

**Background Papers**

Financial documents and files held by the Corporate Finance Section.

These can be inspected at the Council Offices.

Should you be concerned about this decision and wish to call it in, please submit a call in form signed by any two Non-Executive Members to the Overview and Scrutiny Partnership Manager by:

**19 September 2008**

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## **MAIDSTONE BOROUGH COUNCIL**

### **THE QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST COMMITTEE**

**29 June 2009**

#### **REPORT OF THE MUSEUMS & HERITAGE MANAGER**

**Report prepared by Simon Lace, Museums & Heritage Manager**

#### **1. Queen's Own Royal West Kent Regiment Museum Trust Annual Report**

##### 1.1 Issue for Decision

1.1.1 To consider approval of the 2008/09 annual report for the Queen's Own Royal West Kent Regiment Museum Trust.

##### 1.2 Recommendation of the Museums & Heritage Manager

1.2.1 It is recommended that the Committee approve the 2008/09 annual report for the Queen's Own Royal West Kent Regiment Museum Trust and for the submitting of that report to the Charity Commission.

##### 1.3 Reasons for Recommendation

1.3.1 On 12<sup>th</sup> March 2007 the Charity Commission, in consultation with Maidstone Borough Council, created a new Scheme which appointed the Council as sole trustee of the Regimental Museum Charity. Ownership of the Trust's assets passed to the Council which now has responsibility for managing, curating and insuring the collection.

1.3.2 The old Regimental Trust has become an un-registered charity known as a Combined Fund. The Council has a Duty of Consultation to report once a year on matters relating to the management of the collection to a nominated representative of the Combined Fund (the Secretary of the Queen's Owns Buffs Association, based at the PWRR barracks in Canterbury). The Council must produce an annual report and accounts for the Charity Commission.

##### 1.4 Alternative Action and why not Recommended

1.4.1 Any alternative course of action would not meet the requirements of the Charity Commission. This could undermine public confidence in the ability of the Council to manage the Queen's Own Royal West Kent Regiment Museum Trust.

1.5 Impact on Corporate Objectives

1.5.1 Approval of the report will meet the Trust's charitable objectives and continue the successful development of the Regimental Museum.

1.6 Risk Management

1.6.1 There is no risk to the Council in approving the annual report.

1.7 Other Implications

1.7.1

- 1. Financial
- 2. Staffing
- 3. Legal
- 4. Social Inclusion
- 5. Environmental/Sustainable Development
- 6. Community Safety
- 7. Human Rights Act
- 8. Procurement
- 9. Asset Management

x

1.7.2 Failing to provide an annual report to the Charity Commission could have legal ramifications.

1.8 Background Documents

1.8.1 The Queen's Own Royal West Kent Regiment Museum Trust Annual Report 2007/08

1.8.2 The Queen's Own Royal West Kent Regiment Museum Trust Annual Report 2008/09

**NO REPORT WILL BE ACCEPTED WITHOUT THIS BOX BEING COMPLETED**

Is this a Key Decision?    Yes        No   

If yes, when did it appear in the Forward Plan? \_\_\_\_\_

Is this an Urgent Key Decision?    Yes        No   

Reason for Urgency

[State why the decision is urgent and cannot wait until the next issue of the forward plan.]

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**MAIDSTONE BOROUGH COUNCIL**

**THE QUEEN'S OWN ROYAL WEST KENT REGIMENT  
MUSEUM TRUST COMMITTEE**

**REPORT OF THE MUSEUMS & HERITAGE MANAGER**

**Report prepared by Simon Lace, Museums & Heritage Manager**

**Date Issued: 17 June 2009**

**Queen's Own Royal West Kent Regiment Museum Trust**

**Annual Report 2008/09**

1. During the year 28 individual donors donated over 300 separate items to the regimental collection. Highlights include:
  - A collection of medals (including the Military Cross), documents, photographs and personal memorabilia belong to Captain Phillip Scott-Martin who was a PoW in Germany from 1940-45.
  - MBE medal set of Major A Watts and a medal set of his son, Private AF Watts (killed at Monte Cassino). Also, a booklet produced in Oflag VII where Major Watts was a PoW.
  - 3 silver cups won by Regimental Sergeant Major G. White 1931/32.
  - A letter sent by the mother of Sergeant T Harris VC to his commanding officer.
  - Burma Star Association Regalia.
  - Military Cross awarded to Lieutenant AW Catt.
  - Miniature portrait and medals in a leather case of Captain D Skinner.
  - First World War bronze memorial plaques and other personal memorabilia commemorating the lives of Maurice and Allan Crawley, brothers killed together in Palestine in 1918.
  - Personal memorabilia, documents and medals (including the Military Medal) relating to the service of Private J Wallen.
  - Large marble tablet incorporating a First World War bronze memorial plaque commemorating the life of Private George Vousden, killed in Mesopotamia in 1918.
  - Personal memorabilia, documents and medals (including the Distinguished Conduct Medal) relating to the service of George Gordon.

- Distinguished Service Order medal set of Colonel Frazer, Commending Officer of the 5<sup>th</sup> Battalion RWK.
  - A charter given in 2008 to the Queen's Own Buffs Regimental Association by the Mayor of Maidstone and a framed stained glass panel also given to the Association in 2008 by the Mayor of Ypres.
  - A book "The British Expedition to the Crimea", by WH Russell, 1858. The personal annotated copy owned by Major CH Lumley VC.
  - Diary of Private J Farley, 4<sup>th</sup> Battalion RWK, detailing the evacuation from Dunkirk in 1940.
2. The second of the Sikh cannons captured during the Sutlej campaign (1845-46), has been loaned for five years to Firepower (formerly the Royal Artillery Museum) at Woolwich. It was formerly in storage at the Territorial Army barracks in Canterbury.
  3. Media interest in the Regimental Museum remains high. It regularly appears in the local newspapers and stories featuring items donated to the Museum have appeared on the local TV news networks three times in 2008/09.
  4. In March 2008 the Council received a grant of £1,500 from the Kent & Medway Museums Development Service towards the production of an interactive AV display in the Regimental Museum. Eight Kohima veterans have been interviewed and their edited interviews will be available in the Museum's Battle of Kohima display later in 2009.
  5. An allocation of £7,000 from the 2008/09 Service Investment budget has allowed new graphic panels to be produced which will enormously improve the interpretation of the Regimental Museum's exhibits. New mannequins have also been purchased allowing the uniforms to be properly and safely displayed. A programme of major improvements will be carried out, including the installation of the graphic panels in 2009/10.
  6. In June 2010 we will commemorate the 50<sup>th</sup> anniversary of the creation of the Regimental Museum at Maidstone Museum with a series of activities, improvements to the galleries and events. The Regimental Association will play a leading role in organizing the commemorations which, it is hoped, will attract a great deal of public attention.

## MAIDSTONE BOROUGH COUNCIL

### CABINET COMMITTEE – THE QUEEN’S OWN ROYAL WEST KENT REGIMENT TRUST

#### 29<sup>TH</sup> JUNE 2009 – REPORT OF HEAD OF FINANCE

Report prepared by Paul Holland, Senior Accountant (Client)

#### **1. ACCOUNTS 2008/09**

##### 1.1 Issue for Decision

1.1.1 To consider the approval of the Trust Accounts for the year ending 31<sup>st</sup> March 2009.

##### 1.2 Recommendation of Head of Finance

1.2.1 That the Committee approves the Accounts for the year ending 31<sup>st</sup> March 2009.

##### 1.3 Reasons for Recommendation

1.3.1 Attached at **Appendix A** are the Accounts for the year ending 31<sup>st</sup> March 2009.

1.3.2 The Committee is required to formally approve the Accounts before they are submitted to the Charity Commission.

##### 1.4 Accounts 2008/09

1.4.1 There was a net surplus on the accounts of £4,585 during the year. There was no expenditure incurred during the year. Last year’s high level of expenditure was due to various one-off set-up costs that were incurred when the Council became the Corporate Trustees. The intention going forward is to continue to build up surpluses on the account wherever possible.

##### 1.5 Alternative Action and why not Recommended

1.5.1 There is no alternative action as the Trust is required to submit its accounts to the Charity Commission.

##### 1.6 Impact on Corporate Objectives

1.6.1 There is no impact on Corporate Objectives.

1.7 Risk Management

1.7.1 The approval of the annual accounts is a fundamental part of the overall financial management of the Trust.

1.8 Other Implications

1.8.1

- 1. Financial
- 2. Staffing
- 3. Legal
- 4. Social Inclusion
- 5. Environmental/Sustainable Development
- 6. Community Safety
- 7. Human Rights Act
- 8. Procurement

<b>X</b>

1.9 Background Documents

1.9.1 Financial documents and files held by the Corporate Finance section.

<b><u>NO REPORT WILL BE ACCEPTED WITHOUT THIS BOX BEING COMPLETED</u></b>			
Is this a Key Decision?	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, when did it appear in the Forward Plan? _____			
Is this an Urgent Key Decision?	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
<u>Reason for Urgency</u> Not applicable			

## The Queens Own Royal West Kent Regiment Museum Trust

### Receipts & Payments Account

For the Period 1st April 2008 to 31st March 2009

	2008/09 £	2007/08 £
<b>Receipts</b>		
From Voluntary Sources:		
Subscriptions, Donations & Legacy	2,215	188
From Charitable Activities:		
Sale of Books & Postcards	1,165	982
Investment Income:		
Interest & Dividends	1,175	1,036
<b>TOTAL RECEIPTS</b>	<b>4,555</b>	<b>2,206</b>
<b>Payments</b>		
Costs of Charitable Activities:		
Cataloguer Costs		6,376
Purchase of Medals, etc.		851
Launch Event		278
Digital Photography of Collection		4,439
Other Payments		1,443
Payments for Governance Costs:		
Bank Charges		2
<b>TOTAL PAYMENTS</b>	<b>0</b>	<b>13,389</b>
<b>Surplus/(Deficit) for the year</b>	<b>4,555</b>	<b>(11,183)</b>
Cash & Bank Balances at 1st April 2008	4,401	15,584
Cash & Bank Balances at 31st March 2009	<u>8,956</u>	<u>4,401</u>

<b>Bank Balances</b>	
Special Interest Bearing Account @ 31/3/09	8,456
Current Account @ 31/3/09	500
	<b>8,956</b>

*Balances from Current Account are automatically swept into the Special Interest Bearing Account*

<b>Balance Sheet as at 31st March 2009</b>	<b>2008/09</b>	<b>2007/08</b>
	<b>£</b>	<b>£</b>
<b>Capital Assets</b>		
UST Combined Charitable Income Fund	19,370	19,370
<b>Current Assets</b>		
Bank Accounts	8,956	4,401
<b>Total Assets</b>	<b><u>28,326</u></b>	<b><u>23,771</u></b>
 <b>Accumulated Reserve</b>		
Balance Brought Forward	23,771	34,954
Surplus/(Deficit) for the year	4,555	(11,183)
	<b><u>28,326</u></b>	<b><u>23,771</u></b>

Signed:



**Paul Holland - Senior Accountant (Client)**  
**Maidstone Borough Council**